



**DEPARTMENT OF CORRECTIONS  
PROBATION AND PAROLE DIVISION  
OPERATIONAL PROCEDURE**

Procedure No.: PPD 4.6.200	<b>Subject: ADMINISTRATIVE TRANSFERS AND VOLUNTARY QUILTS</b>	
Reference: P&P 150-1; DOC 1.5.4; 53-1-203, MCA; Memo of Understanding-DOC/BOPP	Page 1 of 8 (plus attachment)	
Effective Date: 11/03/15	Revision Dates:	
Signature / Title: /s/ Kevin Olson, Probation and Parole Division Administrator		

**This procedure is referenced as *ACCD 4.6.200 Administrative Transfers/Overrides* in Section 3.G. Offender Management; Administrative Transfer/Overrides in the following contracts: Alternatives, Inc., Butte Prerelease, Gallatin County Reentry Program, Helena Prerelease, Passages, Elkhorn, Nexus, Connections Corrections Program (CCP), START, and WATCH Contract.**

**I. PURPOSE:**

The Probation and Parole Division programs/facilities will follow established procedures when administratively transferring an offender from the community or a facility to an assessment/sanction facility, Montana State Prison, or Montana Women's Prison.

**II. DEFINITIONS:**

Administrative Transfer – A management decision whereby an offender is moved from one correctional facility to another of equal or greater level of custody for non-disciplinary or behavioral reasons. Transfer is usually a temporary move, but may become permanent due to other circumstances.

CSD-Clinical Services Division – The division within the Department responsible for the overall health care functions of medical, mental health, dental and vision for all programs and facilities.

Contract Manager – The Department's employee who acts as the liaison for services and monitors the contractual agreements between the Department and PPD contracted treatment facilities and prerelease centers.

PPD-Probation and Parole Division – The Division oversees the Probation & Parole regional offices, interstate transfers, and the facilities providing assessments and sanctions, training, prerelease, and treatment services.

**III. PROCEDURES:**

**A. ADMINISTRATIVE TRANSFERS**

1. An offender placed at a facility may not be able to complete the facility's program for non-disciplinary reasons and may be removed from the facility through an administrative transfer. These reasons may include:
  - a. Needed medical assessment/stabilization
  - b. Need for mental health assessment/stabilization
  - c. Voluntary quit
  - d. Separation needs
2. Probation & Parole (P&P) Officers may request an administrative transfer of an offender on probation, parole, or conditional release for medical or mental health stabilization; however,

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probationers cannot be sent to MSP/MWP unless their probation is first revoked by the court and a prison sentence or DOC commitment is given.

3. The BOPP must be notified prior to any parolee being returned to MSP or MWP.

#### **4. Mental Health Stabilization Transfer to Assessment/Sanction Facility:**

- a. Facilities may request an administrative transfer of an offender to an assessment/sanction facility for mental health stabilization.
- b. P&P Officers may request administrative transfers to an assessment/sanction facility for the following offenders:
  - i. parolees or conditional release offenders for mental health stabilization; and
  - ii. probation offenders may be transferred for mental health stabilization for up to 30 days, which includes any jail time.

#### **c. Procedures and Responsibility for Transfers to Assessment/Sanction Facility:**

- i. Discuss possible administrative transfer of offender with supervisor and review circumstances regarding offender. Sending Facility Staff/  
P&P Officer
- ii. Contact Contract Manager and CSD to discuss and review the offender's circumstances and all information regarding the reason for the transfer, including all relevant medical and/or mental health information. Sending Facility Staff/  
RA or POII
- iii. If transfer is deemed necessary, will notify assessment/sanction facility administrator, mental health professional, and IPPO. Contract Manager
- iv. *PPD 4.6.200(A) Request for Administrative Transfer* is completed and forwarded to Facility Administrator/RA or designee for signature. Offender's circumstances and all information regarding the reason for the transfer, including all relevant medical and/or mental health, must be completed. Sending IPPO/PRC Liaison/  
P&P Officer
- v. *Request* is submitted electronically to [corao@mt.gov](mailto:corao@mt.gov). Sending Facility  
Administrator/RA
  - 1) Document must be named as follows:  
Offender last name, first name: Facility/P&P: Admin Transfer
  - 2) Email subject line must read as follows:  
Offender last name, first name, DOC#: Facility/P&P: Admin Transfer
- vi. If there is relevant medical and/or mental health information included on *Form*, *Form* will be forwarded to either [cormedical@mt.gov](mailto:cormedical@mt.gov) or [cormentalhealth@mt.gov](mailto:cormentalhealth@mt.gov) for the CSD Administrator's or designee's review and signature. PPD Administrative Officer  
or designee
  - 1) For medical/mental health, CSD will include a medical and/or mental health plan for the offender on the *Form*;
  - 2) CSD Administrator or designee will return *Form* to [corao@mt.gov](mailto:corao@mt.gov). CSD Administrator or  
designee
- vii. *Request* is reviewed and returned to sending IPPO/PRC Liaison or RA. If approved, include copies to: PPD Administrative Officer  
or designee

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- 1) Facility Administrator;
  - 2) Assessment/sanction facility administrator, mental health professional and IPPO;
  - 3) Contract Manager; and
  - 4) Other appropriate persons.
- viii. If approved, sending facility staff will make contact with receiving facility staff to confirm transfer and offender transportation. Offender paperwork is transferred with the offender:
- 1) approved *PPD 4.6.200(A) Request for Transfer*;
  - 2) certified court order or *P&P 150-1 (D) Verification of Commitment*, if applicable;
  - 3) *P&P 30-1(B) Pre-Sentence Investigation*;
  - 4) medical/mental health/medication records; and
  - 5) whether offender will return to sending facility, if known at time of transfer.
- ix. Receiving facility will ensure all appropriate persons are notified of the offender's transfer. Receiving Facility Staff
- x. If the offender is transferred to a mental health pod, receiving assessment/sanction facility will notify the following persons: Receiving Facility Staff
- 1) Contract Manager;
  - 2) CSD ([cormedical@mt.gov](mailto:cormedical@mt.gov) or [cormentalhealth@mt.gov](mailto:cormentalhealth@mt.gov)); and
  - 3) MSP/MWP Mental Health Director.
- xi. Progress will be documented every 15 days in offender's OMIS chronologicals and communicated to RA/POII and/or Contract Manager throughout the offender's stay at the assessment/sanction facility. MSP/MWP/Facility IPPO or designee
- xii. Medical and/or mental health progress will be monitored and communicated weekly to CSD ([cormedical@mt.gov](mailto:cormedical@mt.gov) or [cormentalhealth@mt.gov](mailto:cormentalhealth@mt.gov)) by the receiving facility's onsite medical and/or mental health staff. Receiving Facility Medical/ Mental Health Staff
- xiii. Offender's bed will be held as an "off-site" count for up to 30 days, at which time an assessment for further needs will be made by PPD. Receiving Facility
- xiv. Onsite medical and/or mental health staff will report when stabilization has occurred and the offender is able to return to the sending facility or to the community. Receiving Facility Medical/ Mental Health Staff
- xv. To return offender back to the sending facility or to community, *PPD 4.6.200(B) Authorization to Return Offender* must be completed. Receiving Facility IPPO
- xvi. Offender is transported back to the facility or to community. Receiving Facility Staff
- xvii. When the needs of the DOC/MSP inmate from a facility, parolee, or conditional release offender are too excessive and cannot be met at receiving assessment/sanction facility, IPPO will consult with CSD ([cormedical@mt.gov](mailto:cormedical@mt.gov) or [cormentalhealth@mt.gov](mailto:cormentalhealth@mt.gov)), MSP/MWP medical/mental CSD/IPPO or designees

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health, and the Warden or designee if necessary to determine if the offender may be administratively transferred to MSP/MWP.

- 1) Once deemed stable, MSP/MWP and CSD will coordinate with the IPPO or designee for an administrative transfer back to the assessment/sanction facility or other placement if appropriate. CSD/IPPO or designees
- 2) If the offender needs to remain at MSP/MWP, the procedures in *PPD 4.6.202 Override to Montana State Prison/Montana Women's Prison* will be followed by the RA or sending facility. RA/Sending Facility

#### **5. Transfers to Montana State Prison/Montana Women's Prison (MSP/MWP):**

- a. Facilities and P&P may request an administrative transfer of a DOC/MSP inmate from a facility, parolee, or conditional release offender to MSP/MWP for medical or mental health stabilization for up to 90 days. This transfer will be administered under the Memo of Understanding between the Department of Corrections and the BOPP (attached).

#### **b. Procedures and Responsibility of Transfers to MSP/MWP:**

- i. Discuss possible administrative transfer of offender with supervisor and review circumstances regarding offender. Sending Facility Staff/  
P&P Officer
- ii. Contact Contract Manager and CSD to discuss and review the offender's circumstances and all information, including all relevant medical and/or mental health information, regarding the reason for the transfer. Sending Facility Staff/  
RA or POII
- iii. The Contract Manager will verify that the offender to be placed at MSP/MWP is not a probationer. Contract Manager
- iv. If transfer is deemed appropriate, Contract Manager will confer with the following: Contract Manager
  - 1) For male offenders: CSD, MSP Command Post (for potential admission), and MDIU Admissions (for potential admission and bed availability); or
  - 2) For female offenders: CSD, MWP Treatment and Reentry Program Manager, and MWP Admissions Officer.
- v. If transfer is deemed necessary, *PPD 4.6.200(A) Request for Administrative Transfer* is completed and forwarded to Facility Administrator/RA or designee for signature. Offender's circumstances and all information regarding the reason for the transfer, including all relevant medical and/or mental health information, must be completed. Sending Facility  
Administrator/RA
- vi. **Offender will not be transported until *Request for Administrative Transfer* has been approved and paperwork is forwarded IMMEDIATELY to CSD Administrator and MDIU/MWP Admissions.**
- vii. *Request* is submitted electronically to [corao@mt.gov](mailto:corao@mt.gov). Sending Facility  
Administrator/RA
  - 1) Document must be named as follows:

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- Offender last name, first name: Facility/P&P: Admin Transfer
- 2) Email subject line must read as follows:  
Offender last name, first name, DOC#: Facility/P&P: Admin Transfer
- viii. If there is relevant medical and/or mental health information included on *Form*, *Form* will be forwarded to either [cormedical@mt.gov](mailto:cormedical@mt.gov) or [cormentalhealth@mt.gov](mailto:cormentalhealth@mt.gov) for the CSD Administrator or designee's review and signature.
- 1) For medical/mental health, CSD will include a medical and/or mental health plan for the offender on the *Form*;
- 2) CSD Administrator or designee will return *Form* to [corao@mt.gov](mailto:corao@mt.gov).
- ix. *Request* is reviewed and returned to sending IPPO/PRC Liaison or RA. If approved, include copies to:
- 1) Facility Administrator;
- 2) Onsite medical and mental health supervisors;
- 3) Contract Manager;
- 4) MSP Admissions Manager/MWP Lieutenant on Duty;
- 5) MSP Command Post;
- 6) MSP/MWP Records:
- a) [CORVerificationMSP@mt.gov](mailto:CORVerificationMSP@mt.gov) for males; or
- b) [CORVerificationMWPPASRC@mt.gov](mailto:CORVerificationMWPPASRC@mt.gov) for females;
- 7) Other appropriate persons.
- x. Paperwork is forwarded prior to transfer of offender.
- 1) Sending facility staff will make contact with MSP Admissions Manager/MWP Lieutenant on Duty to confirm transfer and offender transportation. Offender paperwork is transferred with offender:
- a) approved *PPD 4.6.200(A) Request for Transfer*;
- b) certified court order or *P&P 150-1 (D) Verification of Commitment*, if applicable;
- c) *P&P 30-1(B) Pre-Sentence Investigation*;
- d) clinical treatment/medical; and
- e) whether offender will return to sending facility, if known at time of transfer.
- 2) P&P Officer will use arrangements determined by regional practices.
- xi. Staff will meet with offender and document progress every 15 days in offender's OMIS chronologicals and communicate to RA and/or Contract Manager throughout offender's stay at MSP/MWP.
- xii. Medical and/or mental health progress will be monitored and communicated weekly to CSD ([cormedical@mt.gov](mailto:cormedical@mt.gov) or [cormentalhealth@mt.gov](mailto:cormentalhealth@mt.gov)) by MSP/MWP medical/mental health staff.
- PPD Administrative Officer or designee
- CSD Administrator or designee
- PPD Administrative Officer or designee
- IPPO/PRC Liaison/RA  
START/Passages or Sending  
Facility Administrator
- P&P Officer
- MSP/MWP IPPO or designee
- MSP/MWP Medical/  
Mental Health Staff

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- |   |  |
|---|--|
| <p>xiii. Offender's bed will be held as an "off-site" count for up to 30 days, at which time an assessment for further needs will be made by PPD.</p>   | Sending Facility                                   |
| <p>xiv. Onsite medical and/or mental health staff will report when stabilization has occurred and the offender is able to return to the sending facility or to the community.</p>   | Receiving Facility Medical/<br>Mental Health Staff |
| <p>xv. To return offender back to sending facility or to community, <i>PPD 4.6.200(B) Authorization to Return Offender</i> must be completed. Paperwork must be sent to MSP/MWP Records:<br/>1) CORVerificationMSP@mt.gov for males; or<br/>2) <a href="mailto:CORVerificationMWPPASRC@mt.gov">CORVerificationMWPPASRC@mt.gov</a> for females;</p>  | MSP/MWP IPPO or<br>designee                        |
| <p>xvi. Offender is transported back to the facility or to community.</p>   | Sending Facility<br>Administrator/P&P Officer      |
| <p>xvii. When the needs of the DOC/MSP inmate from a facility, parolee, or conditional release offender are too excessive and he/she cannot be returned to sending facility, IPPO will consult with CSD (<a href="mailto:cormedical@mt.gov">cormedical@mt.gov</a> or <a href="mailto:cormentalhealth@mt.gov">cormentalhealth@mt.gov</a>), MSP/MWP medical/mental health staff, and the Warden or designee when necessary to determine if the offender may be administratively transferred to MSP/MWP.</p> | MSP/MWP IPPO or<br>designee                        |
| <p>1) Once deemed stable, MWP/MSP and CSD will coordinate with IPPO for an administrative transfer back to assessment/sanction facility or other placement if appropriate.</p>  | CSD/IPPO or designees                              |
| <p>2) If the offender needs to remain at MSP/MWP, procedures in <i>PPD 4.6.202 Override to Montana State Prison/Montana Women's Prison</i> will be followed by the RA or sending facility.</p>  | RA/Sending Facility                                |

## B. VOLUNTARY QUILTS

1. To allow a DOC/MSP inmate to reconsider quitting a PPD facility, the facility will:
  - a. Place the offender in jail for up to 20 days;
  - b. Request an administrative transfer to an assessment/sanction facility as a hold for up to 20 days. An administrative transfer to the assessment/sanction facility will be based on capacity or closeness to the sending facility;
  - c. Request an administrative transfer to MSP/MWP for up to 45 days for those offenders who insist on going to MSP/MWP.
2. The offender may reconsider quitting at any time during reconsideration period.
3. **Procedures and Responsibility for Voluntary Quits:**

<ol style="list-style-type: none"> <li>a. Upon offender's request to voluntarily quit the program, discuss the offender's reasons for quitting and the consequences of that decision with the offender. The outcome will be provided to the Facility's Administrator and IPPO and documented in OMIS.</li> </ol>	Facility Staff
<ol style="list-style-type: none"> <li>b. If offender continues with request to quit after discussion, contact Contract Manager to discuss:</li> </ol>	Facility Staff



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- i. Allowing offender to remain in jail for up to 20 days;
- ii. Administrative transfer to assessment/sanction facility for up to 20 days; or
- iii. Administrative transfer to MSP/MWP for up to 45 days.
- c. Offender in jail will be monitored at least once a week. If offender will not be returning to the facility, facility will provide a 30-day supply of current medications with the offender. Hearings Officer/IPPO
- d. If administrative transfer to assessment/sanction facility or MSP/MWP is deemed appropriate, notify Facility Administrator and IPPO. Contract Manager
  - i. *PPD 4.6.200(A) Request for Administrative Transfer* is completed and forwarded to Facility Administrator for signature. Hearings Officer/Sending IPPO
  - ii. *Request* is submitted electronically to [corao@mt.gov](mailto:corao@mt.gov). Facility Administrator
    - 1) Document must be named as follows:  
Offender last name, first name: Facility/P&P: Admin Transfer
    - 2) Email subject line must read as follows:  
Offender last name, first name, DOC#: Facility/P&P: Admin Transfer
  - iii. *Request* is reviewed and returned to sending IPPO/PRC Liaison. If approved, include copies to: PPD Administrative Officer or designee
    - 1) Facility Administrator;
    - 2) Assessment/sanction facility administrator and IPPO;
    - 3) Contract Manager; and
    - 4) Other appropriate persons.
- e. If offender in jail, at assessment/sanction facility, or at MSP/MWP continues to insist on quitting, *PPD 4.6.200(C) Voluntary Quit* must be completed and reviewed with the offender. Offender must initial and sign form indicating his/her understanding of possible consequences of quitting. Hearings Officer/Facility IPPO
- f. By day 15 of jail placement, offender will be given option to be administratively transferred back to sending facility or assessment/sanction facility, or be sent to MSP/MWP: Hearings Officer/Sending IPPO
  - i. To transfer offender back to sending facility or to assessment/sanction facility, by day 20 *PPD 4.6.200(A) Request for Administrative Transfer* is completed pursuant to Section III.A.1. of this procedure by sending facility.
  - ii. To send offender to MSP/MWP, by day 20 *PPD 4.6.202(A) MSP/MWP Override and Referral Form* is completed pursuant to *PPD 4.6.202 Override to Montana State Prison/Montana Women's Prison* by sending facility.
- g. By day 15 of transfer to assessment/sanction facility, offender will be given option to be administratively transferred back to sending facility, remain in assessment/sanction facility, or be sent to MSP/MWP: Hearings Officer/Sending IPPO
  - i. To transfer offender back to sending facility or to stay at the assessment/sanction facility, by day 20 *PPD 4.6.200(A)* Hearings Officer/Sending IPPO

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- Request for Administrative Transfer* is completed pursuant to Section III.A.1. of this procedure by sending facility.
- ii. To send offender to MSP/MWP, by day 20 *PPD 4.6.202(A) MSP/MWP Override and Referral Form* is completed pursuant to *PPD 4.6.202 Override to Montana State Prison/Montana Women's Prison* by sending facility.
  - h. By day 40 of transfer to MSP/MWP, offender will be given option to stay in prison or be administratively transferred to an assessment/sanction facility:
    - i. For offender to remain at MSP/MWP, by day 45 *PPD 4.6.202(A) MSP/MWP Override and Referral Form* is completed pursuant to *PPD 4.6.202 Override to Montana State Prison/Montana Women's Prison* by sending facility.
    - ii. To transfer offender to assessment/sanction facility, by day 45 *PPD 4.6.200(A) Request for Administrative Transfer* is completed pursuant to Section III.A.1. of this procedure by sending facility.

MSP/MWP IPPO

Hearings Officer/Sending IPPO

Hearings Officer/Sending IPPO

#### IV. CLOSING:

Questions regarding this procedure should be directed to the PPD Administrator, Programs and Facilities Bureau Chief, Contract Manager or RA.

#### V. FORMS:

PPD 4.6.200 (A) Request for Administrative Transfer  
 PPD 4.6.200 (B) Authorization for Return of Offender  
 PPD 4.6.200 (C) Voluntary Quit  
 P&P 150-1 (F) Where Files Go  
 Memo of Understanding – DOC/BOPP (attached)



**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
MONTANA DEPARTMENT OF CORRECTIONS AND  
MONTANA BOARD OF PARDONS AND PAROLE**

The Montana Department of Corrections (DOC) and the Montana Board of Pardons and Parole (BOPP) hereby enter into this Memorandum of Understanding (MOU). The purpose of this MOU is to reflect the agreement of the parties as to how they will manage offenders who are committed to the Department of Corrections (DOC Commits) and who the DOC places in prison.

The parties agree that the BOPP will have jurisdiction over DOC commits that the DOC has placed in prison. DOC will not remove DOC Commits from the prisons except under the following circumstances:

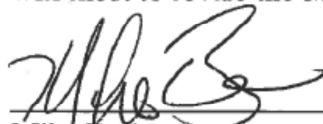
1. DOC Commits that the DOC places in prison temporarily for medical treatment, such placement not to exceed 90 days;
2. DOC Commits that the DOC places in prison temporarily, that have been screened and accepted by a community corrections program, but need to await such placement, not to exceed 45 days (they will be designated as such by the Offender Management Information System (OMIS) as a MASC/ASRC Hold);

Weekly, the DOC will provide the BOPP with a listing of the offenders who meet the exceptions listed above including their commitment status, length of stay, and, for offenders in prison for medical care, a summary of their medical status.

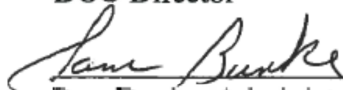
The parties agree that if a disagreement arises regarding the terms and conditions of this MOU or in its execution, they will attempt to resolve the issue informally. The Board of Pardons and Parole designates the Executive Director, currently Fern Osler Johnson, or her designee as the initial contact for dispute resolution for disputes relating to the jurisdiction of the Board of Pardons and Parole. The DOC designates Pam Bunke, Adult Community Corrections Division Administrator, or her designee, as its initial contact for disputes relating to DOC Commits identified in this MOU. The parties intend to attempt to resolve any dispute informally.

**Amendment or Termination:** This MOU may be amended by written agreement signed by the Director of DOC and the Executive Director of BOPP.

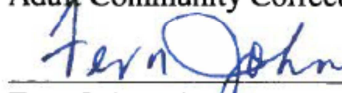
This Memorandum of Understanding replaces all other Memorandums between the BOPP and DOC that deal with DOC commits and is effective upon receipt of MOU final signature. Any party may withdraw from the agreement upon written notice. The parties will meet to revise the MOU as appropriate.

  
Mike Batista  
DOC Director

DATE: 10/10/13

  
Pam Bunke, Administrator  
Adult Community Corrections Division

DATE: 10-10-13

  
Fern Osler Johnson  
BOPP Executive Director

DATE: 10-10-13

  
Michael E. McKee  
BOPP Chairman

DATE: 10-10-2013